

# Appendix



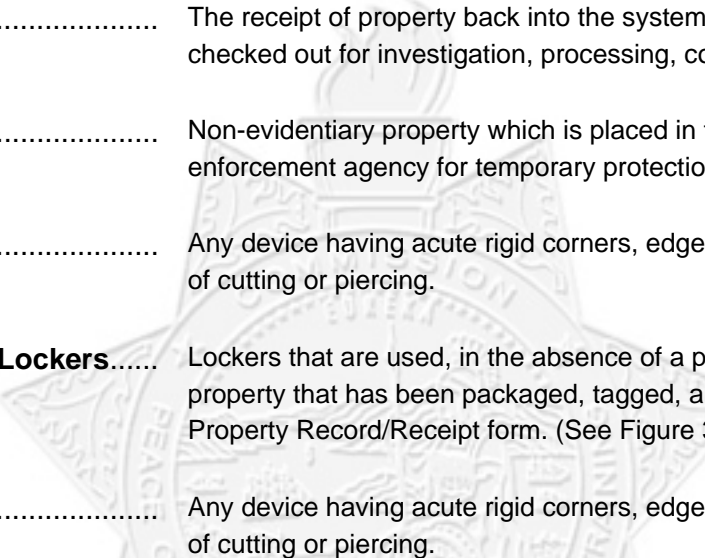
## Glossary of Terms

<b>Audit</b> .....	A formal, periodic examination and verification of accounts or records to verify procedural correctness.
<b>Booking Officer</b> .....	The employee who prepares the property for submission to the property section.
<b>Chain of Custody</b> .....	A formal, written process which records the individuals having custody of property/evidence from the time it is received to its final disposition. (See Appendix B, Form 12.)
<b>Disposition of Property</b> .....	Authorized method of purging property.
<b>Evidence</b> .....	Property which may be related to a crime, or which may implicate or clear a person of a criminal charge.
<b>Found Property</b> .....	Non-evidentiary property which, after coming into the custody of a law enforcement agency, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
<b>Inventory</b> .....	A complete and formal reconciliation of records against items.
<b>Property Controller</b> .....	Also known as, but not limited to, property officer, property clerk, property technician, evidence technician, or property supervisor/ manager.
<b>Property for Disposal</b> .....	Non-evidentiary property that an individual has requested be destroyed. This term generally includes weapons and ammunition



## Glossary of Terms *(continued)*

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<b>Property Record / Receipt .....</b>	A form used to account for property/evidence that is taken into custody by a law enforcement employee during the course of employment. (See Appendix B, Form 1.)
<b>Return of Property.....</b>	The receipt of property back into the system which has been temporarily checked out for investigation, processing, court, or similar reasons.
<b>Safekeeping .....</b>	Non-evidentiary property which is placed in the custody of a law enforcement agency for temporary protection on behalf of the owner,
<b>Sharps Waste.....</b>	Any device having acute rigid corners, edges, or protuberances capable of cutting or piercing.
<b>Temporary Storage Lockers.....</b>	Lockers that are used, in the absence of a property controller, to secure property that has been packaged, tagged, and accompanied by a Property Record/Receipt form. (See Figure 3.2)
<b>Two-person Rule .....</b>	Any device having acute rigid corners, edges, or protuberances capable of cutting or piercing.